

MINUTES

A. Call to Order: Neal Lucht called the meeting to order at 6:35 pm.

1. Roll Call:

Board of Directors (BOD):

Paula Beck, Board President Chair (PB)
Neal Lucht, Board Vice-President Chair (NL)
Marilyn Bloch, Board Secretary (MB)
Teresa Steinbock, Board Member (TS)
Claire Ferlan, Board Treasurer (CF)

Staff:

Melissa Georges, Aquatic Director (MG)
Clifford Puterbaugh, Front Desk (CP)

Guest:

Tom Phay

2. Adjustments to the agenda: None

B. Consent Agenda – Agenda Action Items:

1. NL called for July 10th, 2018 Provisional Minutes to be approved. MB had a question of verification. (#10 paragraph 3, credit card fee), Did we pass a motion to charge a fee, and how much? NL stated it was up to Melissa's discretion. There was no vote or closure on this point. NL tabled the passing of the meeting minutes until next meeting.

C. Public Comments:

1. NL asked if there were any comments by the public. There were none.

D. Community Partner of The Month:

1. MG recognized Tom Phay as our first ever Community Partner of the Month. MG commented, "Tom has done such an amazing job with all the landscaping I would love to have him as our full-time grounds keeper, but he is retired, and I can't pull him out of retirement just for the pool". MG will be hiring a fulltime grounds keeper. MG gave Tom a certificate of appreciation and pictures taken. Tom was very gracious in receiving his certificate and commented that if there was any help needed in the transition he would be completely willing.

MG would like the "Community Partner of the Month" recognition to be on-going.

E. Old Business:

1. NL brought up the importance of a Policy Committee. The Policy Committee will help with clarity and move the meetings along more quickly and efficiently. The Policy Committee's role will be to become familiar with present policies to insure Board is adhering to them, monitor changes needed with consultation of the director, the community, Special Districts Association of Oregon, and legal counsel, draft needed changes and new policies for the Board's consideration. NL asked for a volunteer for Policy Committee Chair. PB volunteered. MB also volunteered to be on the committee. NL appointed PB as Policy Committee Chair and MB as a member.

F. New Business:

1. Presentation by Molalla Cutting Edge Fitness will be postponed until next meeting.

2. Financial Policy:

NL opened the discussion requesting the Board change the two signatures per check By-Law to one signature. NL stated that there are enough checks and balances in the system for it to be ok for just one signature. In addition, MAC could run into problems with delays in getting checks out in time to vendors and employees. At this point there is only one signer on the employees' checks. PB (Paula Beck) said that the 2-signature rule was put in to help prevent fraud on the advice of the Board's consultant and should be thoroughly discussed and thought through before any changes are made. PB asked if the check company can have two digital signatures on the checks? MG said she would check into that request and will report back to the Board. MB moved to accept. TS seconded the motion. Motion carried unanimously.

The Board discussed the Financial Committee's proposed Bookkeeping Services Contact. PB made a motion to accept the proposed Bookkeeping Services Contract draft with the following additions: Under Qualifications, #4: Advanced working knowledge of Excel, specifically including complex formulas" add "to examine data" and a last qualification: Available to be contacted by email at least weekly and empowers the Financial Committee to seek candidates for the Bookkeeper's position as soon as possible. TS seconded the motion. Motion carried unanimously.

3. Upcoming Training:

MG would like to go to Oregon Recreation & Park Association, (ORPA), this is a three-day event which costs \$335.00 per person. MG has applied for a scholarship to cut the cost to attend. This event will take place in Sunriver, Oregon. MG is not sure of the price for room and board, but will report back to the Board with pricing. There is an early bird special that ends the last day of August. MG also encouraged all members of the Board to attend the ORPA, as well as having some of the staff be there too.

Special District Association of Oregon, (SDAO) was brought up as a possibility for a training. PB will look up the information and get back to the Board. PB will also send a link to all Board members that tells about the up and coming educational events. She encourages everyone to look at the link to see if there are any that interest them and to be aware of what is up and coming in education in the future. NL commented there is not a policy in place for trainings at this time, but he will be working on one. PB shared with the Board about the huge opportunities at these training events with different classes that can be attended to help MAC grow and become better. Because there are more classes than one person can attend CF recommends when writing the MAD Education Policy to create enough of a budget to send the entire Board. With each Board member participating they can attend a different class and therefore collect more education and distribute that information to MAC.

4. Fall Schedule:

MG is talking to the Oregon City Swim Team, (OCST), about joining forces during September and October while OCST's pool is closed for maintenance. The down side would be possible overcrowding of the MAC's pool. The upside is the consistent and extra revenue, more people knowing about and using the Molalla pool, and there is no conflict with the Molalla swim team. MG is still working on the details and feels bringing the OCST to MAC for September and October will be good for MAC.

5. Board Retreat:

NL Suggested a Board retreat for September/October, the second Tuesday of one of those months. It would be a longer meeting lasting around four-six hours, include some education, training and food could be brought in. PB said she is busy in October and that November is better for her. NL will be sending an email to very one asking best times and dates to meet.

G. Committee Reports and Updates

1. CF gave her Treasurer's Report:

LGIP General Funds, statement date 2-July-2018:

\$ 12,031.82	Clackamas County – Tax Distribution May 1-31
607.94	Accrual Income Div. Reinvestment

\$347,310.64 Closing Balance
\$ 15,000.00 Redemption, 10-July-2018
\$332,310.64

Columbia State Bank, dated 10-July-2018:

\$ 15,815.06 Balance to-date
\$ 9,225.19 Outstanding bills including payroll
\$ 5,412.34 Available balance
In two days \$15,000 will be added

CF let the Board know there was a \$10,000.00 bill sent out from April. This is a very late bill with hardly any information detailing the work. CF asked for a line item bill. MG got on the phone right away and texted the company to get line item bill off to CF ASAP.

2. Operations Management Report:

MG told the Board on the fourth Tuesday of every month there will be an expense report. What would everyone like to have on the report? CF would like to add update on classes, any employee problems, personnel problems, injuries, and public comments. MB would like pool attendance once a month. MB would like to know how lessons are going. NL added he would like to have any possible budget surprises. MB would like to have numbers of people each hour, how many bodies, how many hours, a full accounting, MG commented on MBs hours, numbers, people request. MG explained how much the pool costs per hour is not as important to the health of the Pool finances. MG state "MAC is better served to focus on Program Participation per hour versus Cost of a Teacher per hour. Program Participation is a much better model to give us the ability to track the success of the pool. At this point with my pool background and knowledge, MAC's financials and the pool are doing well."

H. Upcoming meetings

1. August 14, 2018 Molalla Aquatic District Board Meeting 7:00 pm

I. For the good of the District - CF I have noticed the front desk is very friendly to all the guests, always welcoming people as they come in and thanking them on the way out!

MG I am so grateful for Tom Phay and all he has done for the upkeep on the grounds of the pool!

J. Adjournment - NL moved to adjourn the Board Meeting at 8:26 pm. MB seconded. Motion carried.

RESPECTFULLY SUBMITTED:

Clifford Puterbaugh
Front Desk


Jennifer Swink
Recording Secretary


Marilyn Bloch
Board Secretary